EMPLOYEE TIME REPORTING WORKSHEET

0			LIVIT	LOT	LE TIME REFORTING WORKSHEET															
Organization or Department Name:								Pay	Pay Period:											
Name:								_	From:	Supervisor Signature:										
Employee Signature:		To: Timekeeper Signature (Optional):																		
				WEEK 2						PAY										
	SUN	MON	TUE	WEE	THU	FRI	SAT	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT	WEEK TOTAL	PERIOD TOTAL		ABC	ACTIVITY
Work Schedule								TOTAL								TOTAL	TOTAL	ACCOUNT	ACTIVITY	DESCRIPTION
PAY CODE	SUN	MON	TUE	WED	THU	FRI	SAT		SUN	MON	TUE	WED	THU	FRI	SAT			CODE	CODE	(AUTOMATICALLY FILLS IN)
Total Hours	S							Time								Time	NOTES:			
Record								From								From				
Leave								То								То				
Record								From								From				
Overtime								То								То				
INITIALS																				